Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver Oak welfare association	Date:	03-12-2022
Site:	Silver Oak Villas -III	Prepared by:	K.Tulasi Rani
Report From / To	25-11-2022 to 03-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	03-12-2022		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$

No. of gate passes issued this week:	01	From No.	7208	To No.	-
Delivery van site visit on:	26-11-22,28-11-22,30-11-22,03-12-22				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
Items not ordered but received:					
Other corrections & remarks:					

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	
2.	10mm	.617	7.404	-	-	
3.	12mm	.89	10.68	-	-	
4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	
8.	Binding wire	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	Nill	PPC/PSC last weeks stock	Nill

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	03-12-2022	03-12-2022	

APPROVED BY
03 DEC 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DC's / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MD's approval/input, 8. $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Silver Oak Villas LLP	Date:	03-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	25-11-2022 to 03-12-2022 (Fri to sat)	Approved by:	K Purshotham
Report Date	03-12-2022		

List of requisitions numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#
184828	23-12-22	1	Binding Wire	Waiting for approval from MD's
184837	24-11-22	1	Tandoor Rough Stone 600x600mm	Waiting for approval from MD's
184853	29-11-22	1	Macharla Yellow color Stone	Waiting for approval from MD's

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$
184666	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184668	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184669	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184670	28-09-22	1	Laminated Kitchen cabinet from (Linus Consultants Pvt.Ltd)	Supplier is not Responding to our Calls.We are trying to Connect him Please look into this. We Need Material is very Urgent
184711	15-10-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM	Stock Not Available
184747	31-10-22	1-2	Vertified Tiles Carrara and Country Rosso	Part Material available delivered by Tuesday
184748	31-10-22	1-2	Vertified Tiles Ispira carrara	Stock Not Available
184758	01-11-22	1-13	Electrical Copper wires	Stock Not Available
184772	04-11-22	1-13	Electrical copper wires	Stock Not Available
184776	09-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Thursday
184780	09-11-22	1-3	Panel Doors 975WX2025HMM & 675X2025HMM & Mortise Lock	Stock Not Available
184782	10-11-22	1-3	V. Tiles Urban-wood dark and Carrara	Stock Not Available
184796	16-11-22	1-7	Panel Doors 675X2025HMM 4nos pending	Stock Not Available
184797	16-11-22	1-2	Panel Doors 975WX2025HMM & 675X2025HMM	Stock Not Available
184807	19-11-22	1-14	CP Pillar Cock & Health Faucet 4no pending	Material available delivered by Monday
184813	21-11-22	1-3	Furniture's & Fixtures Kitchen	Work Under Process. Material

			Cabinets & HOB & Chimney	delivered after 2 weeks
184814	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks
184815	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks
184816	21-11-22	1-3	Furniture's & Fixtures Kitchen Cabinets & HOB & Chimney	Work Under Process. Material delivered after 2 weeks
184817	21-11-22	1-7	UPVC Windows	Supplier Can fix the windows by Thursday
184825	22-11-22	1-2	Plumbing Eco Drain Riser and Frame & Cover	Material available delivered by Monday
184826	22-11-22	1-2	Plumbing Eco Drain Riser and Frame & Cover	Material available delivered by Monday
184829	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Tuesday
184831	24-11-22	1-2	V. Tiles Urban-wood Natural and Ispira Carrara	Part Material available it will delivered by Tuesday
184834	24-11-22	1-9	CP Sanitary	Material available delivered by Monday
184835	24-11-22	1-14	CP Plumbing material	Material available delivered by Monday
184836	24-11-22	1-9	CP Concealed Flush Tank Plate	Material available delivered by Monday
184838	24-11-22	1-13	Electrical Copper wires	Stock Not Available
184839	24-11-22	1-13	Electrical Copper wires	Stock Not Available
184840	24-11-22	1-13	Electrical Copper wires	Stock Not Available
184845	25-11-22	1	Vertified Ispira Carrara	Stock Not Available
184846	28-11-22	1-4	Ultra sprinkle HL & LT & DK and Maharaja Off white	Material available delivered by Tuesday
184847	28-11-22	1-7	Ultra sprinkle HL & LT & DK and Maharaja Off white & Country rosso & almond & Chocolet	Material available delivered by Tuesday
184848	28-11-22	1-14	Ultra sprinkle & Luna & Malaysian and Country rosso & almond	Material available delivered by Tuesday
184849	28-11-22	1-7	Panel Doors	Stock Not Available
184850	28-11-22	1-7	Panel Doors	Stock Not Available

No. of gate passes issued this week:	01	From No.	7208	To No.	-
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4.	16mm	1.58	18.96	-	-	
5.	20mm	2.47	29.64	-	-	
6.	25mm	3.86	46.32	-	-	
7.	32mm	6.32	75.84	-	-	

8.	Binding wire	-		Nill	Nill	Nill	
OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	200	PPC/PSC last weeks stock	254
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign							
Date		03-12-2022		03-12-2022			

APPROVED BY
02 DEC 2022
K. PURSHOTHAM
Project Manager (Silver Oak Villas Part-III)

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Company:	MHPLSOV	Date:	03-12-2022
Site:	Silver Oak Villas part-III	Prepared by:	K.Tulasi Rani
Report From / To	25-11-2022 to 03-12-2022 (Fri to sat)	Approved by:	K Purshotham
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185316	17-10-22	1	Diesel Generator 62.5KVA/66KW	Supplier said he's not received the Payment cheque.After receiving the payment it will take 2 weeks
185332	18-11-22	1	Hume Pipes 200DX200mm	Waiting for approval from MD's
185333	21-11-22	1	Tandoor Rough Stone 900X600mm	Waiting for approval from MD's

No. of gate passes issued this week:	01	From No.	7208	To No.	-
Delivery van site visit on:	26-11-22,28-11-22,30-11-22,03-12-22				
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1.	8mm	.395	4.50	145	652	-
2.	10mm	.617	7.50	-	-	-
3.	12mm	.89	10.67	100	853.6	-
4.	16mm	1.58	18.96	120	2275	-
5.	20mm	2.47	29.63	-	-	-
6.	25mm	3.86	46.30	-	-	-
7.	32mm	6.32	66.67	-	-	-
8.	Binding wire	-		Nill	Nill	Nill

OPC stock	Nill	OPC last weeks stock	Nill	PPC/PSC stock	-	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	03-12-2022	03-12-2022	

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